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HEALTH & FAMILY WELFARE DEPARTMENT

NOTIFICATION

The 4th March, 2024

No.5763—HFW-MEI-MISC-0065/2023/H.— For imparting quality education to medical students, research activities along with participation of faculties in seminars/conferences are essential. These will help the faculties to remain updated in the field of advanced treatment and teaching methodologies which in turn will help in providing better health care services to the people.

With a view to strengthen the quality of medical education and research in the State, Government have been pleased to provide a 'Research Fund', to be placed with the respective Dean & Principals / Directors of all Government Medical / Dental College and Hospitals and Post-Graduate Institutes of the State, to meet the expenditure towards research related activities undertaken in these institutions.

1. Objective:

Enhancing the quality of medical education by facilitating research amongst faculties & students for encouraging research publications and presentation of research works in conferences within the country.

2. Scope of the scheme:

- a. Assistance through 'Research Fund' can be availed only for intramural projects.
- b. Meeting expenses incurred for research, research publications and participation in seminars / conferences within the country.
- c. Research assistance can be claimed by a faculty only once per year, and only the principal investigator who is in regular government service in the state is eligible for the same. But he is eligible to apply for another project only after completing the first with approval of the selection committee.

- d. All travel expenses, including flights, trains, buses, or car rentals as per the eligibility under prevailing Odisha TA Rules will be allowed to the eligible candidates.
- e. For meeting expenses incurred for participation in conference / seminar to present a research paper related to research, a prior permission for the same from appropriate authority and acceptance letter from the organizer for paper presentation is required.
- f. Expenses incurred on account of registration, fees for the conference / seminar, three days of accommodation, and meals as per the eligibility or the amount actually spent, whichever is less will be allowed as eligible expenses.
- g. Costs for consumables like gloves, chemicals, biochemical or pathological tests, imaging technologies utilized for the research, if not available in the institution, are eligible expenses.
- h. Funds for digitization of data required for research purposes are permissible expenses.
- i. Charges for publication of research work in any National Medical Commission (NMC) / National Dental Commission (NDC) approved Journal are eligible expenses.
- j. For all research projects, Ethical clearance certificate from institutional ethics committee and / or any other legally authorised committee must be obtained and be appended with the reimbursement or assistance claim.
- k. For clinical trials/drug trials the permission letter from appropriate authority must be appended with the reimbursement or assistance claim.
- l. The research has to be an original work with appropriate research questions and methodology. Plagiarism in any form will lead to disqualification.

3. Amount of funds to be placed:

A total Research fund amounting to Rs.1 crore each per annum will be provided to SCB MCH, Cuttack, MKCG MCH, Berhampur and VIMSAR, Burla; and a total Research fund amounting to Rs.50 lakh each per annum will be provided to the new Government Medical Colleges and SCB Dental College, Cuttack. The PG Institutes will be provided with a total Research fund amounting to Rs.25 lakh each per annum. In case an institute has utilised the allotted fund and requires more funding, then re-allocation can be carried out, keeping the annual limit of the research fund intact.

4. Procedure for application for Research Assistance:

The Principal Investigator of projects shall submit proposals to the Member Secretary of the Selection-cum-Monitoring Committee for consideration. The Principal

Investigator shall make a presentation before the Committee, which will evaluate the research proposal, ensure approval by the Institutional Ethical Committee and assess tentative project costs. If satisfied, the Committee may recommend financial assistance from the Research fund.

5. Constitution of Selection-cum-Monitoring Committee:

A Committee shall be constituted for each Medical / Dental College and Hospital / PG Institute for the purpose, as below:-

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|---|------------------|
| a. Dean & Principal / Director | Chairperson |
| b. Medical Superintendent | Member |
| c. Head of the concerned Department overseeing the research | Member |
| d. Administrative Officer / Registrar (Admn) | Member |
| e. Accounts Officer | Member |
| f. Vice-Principal (Medical Superintendent in case of AHPGIC, Cuttack) | Member-Secretary |
| g. One external expert of repute in the concerned field of research to be nominated by the Chairman for each research proposal. | Member |

The Chairperson may invite additional experts to assess the proposal as and when required.

6. Utilization of Research Fund:

- a. The grants towards the Research fund shall be kept in a separate Flexi Bank Account, to be jointly operated by the Chairperson and the Accounts Officer.
- b. The Chairperson shall be the Administrator-cum-Chairperson of the Research fund. The Vice-Principal (Medical Superintendent in case of AHPGIC, Cuttack) shall be the Member-Secretary of the fund. The Accounts Officer of the institute shall be the Treasurer. All expenditure shall be approved by the Chairperson.
- c. Standard accounting procedures as prescribed by the Finance Department shall be followed.
- d. A single Cash Book shall be maintained for the Research fund. But a separate Ledger Account to be maintained for different purposes, so that funds position can be easily assessed. All payments should be made through cheques / online mode.
- e. The interest accrued on the research fund shall be remitted to the Treasury at the end of the Financial Year as per guidelines of Finance Department.
- f. Expenditure on equipment, instruments, logistics, drugs, and consumables for research is permissible for eligible projects. However, hiring of human resources is not permissible.

- g. The Research fund account shall be maintained regularly and it should be open to Audit by C & A.G. and Internal Audit of Health & Family Welfare Department.
- h. The utilisation of the funds must be assessed and approved by the Committee and shall be as per actual usage.
- i. The approved project cost shall be released in advance in two spells of 50% at a time to continue the project. After initial release of 50% of the approved amount, the second instalment to be released after presentation of interim report by the PI to the Selection-cum-Monitoring Committee. If progress is found unsatisfactory the second instalment may be withheld. After completion of the project, a final reconciliation with reference to the vouchers shall be made.
- j. Undue delay or discontinuation of the project without justifiable reason, will lead to action as deemed fit by the Committee.
- k. All eligible applicants must know that, it is not the right for full reimbursement of the cost in the part of the applicant.
- l. Government and /or Authorised Appropriate Authority / Committee reserves the right to accept / reject / consider for full / partial assistance or full or partial reimbursement considering the fund available for the purpose in the same Financial year.

7. Monitoring:

- a. Fund utilization is to be monitored every three months by the Selection-cum-Monitoring Committee.
- b. Outcomes will be monitored by the Committee, with continuous gap assessment and necessary interventions.

8. Review:

This scheme will be reviewed annually by a committee headed by DMET, Odisha & comprising Addl. DMETs and Joint DMETs as members. One external researcher of eminence may be included in the Committee. The Committee will assess both qualitative and quantitative outcomes and undertake appropriate actions to improve the quality of research for better medical education and patient care in the State.

By Order of the Governor
SHALINI PANDIT
 Commissioner-cum-Secretary to Government